



City of Eureka, California

Class Specification

This is a class specification and not an individualized job description. A class specification defines the general character and scope of responsibilities of all positions in a job classification, but it is not intended to describe and does not necessarily list every duty for a given position in a classification.

| | |
|--------------------------|------------------------------|
| Class Title | Environmental Planner |
| Class Code Number | 3075 |

General Statement of Duties

Performs a variety of professional environmental planning work related to the development and implementation of mitigation projects; performs directly related work as required.

Distinguishing Features of the Class

The principal function of an employee in this class is to perform a variety of professional environmental planning work related to the development and implementation of mitigation projects. The work is performed under the supervision and direction of the Community Development Director, but extensive leeway is granted for the exercise of independent judgement and initiative. Supervision is exercised over assigned technical and administrative support personnel. The nature of the work performed requires an employee in this class to establish and maintain effective working relationships with all others contacted in the course of work. The principal duties of this class are performed in both a general office and field environment.

Examples of Essential Work (Illustrative Only)

- Analyzes, evaluates, and prepares required studies and relevant documentation to determine the environmental impact and mitigation measures of proposed City projects on the total community, including local residents and indigenous plant and animal ecosystems;
- Coordinates and reviews the work of internal staff and consultants involved in the preparation of environmental documents and the development and implementation of mitigation projects;
- Conducts research and field investigations, including preparing environmental documents, applications, permits, categorical exemptions, negative declarations, environmental impact reports and other related reports as required;

- Coordinates with various organizational units in developing work practices and methods regarding protection of the environment and compliance with regulatory agency permits;
- Prepares, negotiates, and administers contracts with environmental consultants to ensure compliance with contract obligations, including preparing and developing project scope;
- Develops and designs mitigation and monitoring plans, including preparing and reviewing specifications, evaluating impact of projects, and preparing reports to document compliance with environmental performance, criteria, and standards;
- Implements project management techniques and tracking methods for assigned activities and projects;
- Reviews current and proposed legislation, evaluates impact on environmental programs, and makes appropriate recommendations on proposed course of action;
- Makes presentations to City Council, private citizen groups, agency representatives, and various boards and commissions regarding environmental impact evaluations, including mitigation and enhancement;
- Participates in preparing the Community Development Department budget, including assisting in budget implementation, participating in cost projections for additional staffing, equipment, materials, and supplies, and participating in administration of approved budget;
- Confers with engineers, developers, architects, a variety of agencies, and the general public to acquire information, and coordinate environmental planning matters, including providing information and technical assistance regarding City development requirements as necessary;
- Prepares project and consultant budget estimates, project narratives, and work plans as assigned;
- Participates in multi-disciplinary teams to contribute technical information, and make policy recommendations relevant to environmental issues;
- Keeps immediate supervisor and designated others accurately informed concerning work progress, including present and potential work problems and suggestions for new or improved ways of addressing such problems;
- Attends meetings, conferences, workshops, and training sessions and reviews publications and audio-visual materials to become and remain current on principles, practices, and new developments in assigned work areas;
- Responds to questions and comments from the public in a courteous and timely manner;
- Communicates and coordinates regularly with appropriate others to maximize the effectiveness and efficiency of interdepartmental operations and activities;
- Performs other directly related duties consistent with the role and function of the classification.

Required Knowledge, Skills, and Abilities

- Thorough knowledge of operational characteristics, services, and activities of a comprehensive environmental planning program;
- Thorough knowledge of relevant regulatory permit requirements;
- Thorough knowledge of the principles and practices of contract administration;
- Thorough knowledge of the methods and techniques of public relations and negotiations relative to assigned program area;
- Thorough knowledge of the principles of project management, budget preparation, and administration;
- Thorough knowledge of biology, ecology, botany, and related natural sciences;
- Thorough knowledge of the principles and practices of environmental planning, habitat restoration, natural resources management, and conservation planning;

- Thorough knowledge of the methods and techniques of scientific research, analysis, and reporting;
- Thorough knowledge of the methods and techniques of environmental impact, assessment, mitigation, monitoring, and reporting;
- Thorough knowledge of the methods and techniques of biological sampling;
- Thorough knowledge of pertinent Federal, State, and local laws, codes, and regulations, including laws regarding endangered species, wetland, fish, and wildlife, water resources, and water management;
- Ability to participate in the development and administration of goals, objectives, and procedures;
- Ability to coordinate various regulatory permit processes;
- Ability to coordinate environmental planning, habitat restoration, natural resources management, and conservation planning activities and services;
- Ability to make oral presentations on behalf of the City;
- Ability to administer and oversee assigned projects and contracts;
- Ability to assess, mitigate, monitor, and report environmental impact on and of various City programs and services;
- Ability to review performance of biological sampling and trapping for assigned projects and activities;
- Ability to prepare clear and concise administration and financial reports;
- Ability to analyze problems, identify alternative solutions, project consequences of proposed actions, and implement recommendations in support of goals;
- Ability to review and evaluate proposed and newly adopted legislation and regulations relative to environmental impact assessment and permitting;
- Ability to integrate and balance multiple facets consistent with City goals in making sound environmental planning recommendations and decisions;
- Ability to participate in permit processes;
- Ability to participate in environmental planning, natural resources management, habitat restoration, and conservation planning activities and services;
- Ability to read and interpret engineering plans, specifications, and contract documents;
- Ability to perform complex scientific research, analysis, and reporting;
- Ability to quickly learn to assess, mitigate, monitor, and report environmental impact on and of various unit programs and services;
- Ability to learn to analyze problems, identify alternative solutions, project consequences of proposed actions, and implement recommendations in support of goals;
- Ability to communicate effectively with others, both orally and in writing, using both technical and non-technical language;
- Ability to understand and follow oral and/or written policies, procedures, and instructions;
- Ability to prepare and present accurate and reliable reports containing findings and recommendations;
- Ability to operate a personal computer using standard or customized software applications appropriate to assigned tasks;
- Ability to use logical and creative thought processes to develop solutions according to written specifications and/or oral instructions;
- Ability to perform a wide variety of duties and responsibilities with accuracy and speed under the pressure of time-sensitive deadlines;
- Ability and willingness to quickly learn and put to use new skills and knowledge brought about by rapidly changing information and/or technology;

- Integrity, ingenuity, and inventiveness in the performance of assigned tasks.

Acceptable Experience and Training

Any combination of training and/or experience which is equivalent to:

- Bachelor's Degree in Ecology, Geography, Environmental Planning, or related field; and
- Considerable (four to six years) increasingly responsible environmental planning or related experience.

Required Special Qualifications

- Valid Class C California State Driver's license.

Essential Physical Abilities

- Sufficient clarity of speech and hearing or other communication capabilities, with or without reasonable accommodation, to enable the employee to communicate effectively;
- Sufficient vision or other powers of observation, with or without reasonable accommodation, to enable the employee to review a wide variety of materials in electronic or hard copy form;
- Sufficient manual dexterity, with or without reasonable accommodation, to enable the employee to operate a personal computer, telephone, and other related equipment;
- Sufficient personal mobility and physical reflexes, with or without reasonable accommodation, to enable the employee to safely lift, move, or maneuver whatever may be necessary to successfully perform the duties of their position;
- Sufficient personal mobility and physical reflexes, with or without reasonable accommodation, to enable the employee to efficiently function in a general office and field environment.